

Instructions to Attorneys for Service of Subpoena(s) in Blank

After completion of the blank subpoena form(s), please distribute copies as follows:

- Service Copy. Serve one (1) copy upon the person named,
- File Copy. File one (1) copy with this court via postal service or otherwise, and include a completed *Return of Service* form, and
- Retain one (1) copy for your records

In civil actions in the Court of Claims, pursuant to R.C. 2743.06, the party at whose instance the witness appears is to pay the witness fees and mileage; such expenses are not taxed as costs and are not advanced by the court.